(Please type or print information.)

DATE _____ (Office Use)

Indiana Office of Technology
Student Enrollment Form for PC End User Training

STUDENT INFORMATION
NAME
AGENCY/DEPT
BUSINESS ADDR
PHONE & FAX # /
EMAIL ADDRESS

AGENCY CONTACT INFORMATION
NAME
AGENCY/DEPT
BUSINESS ADDR
PHONE & FAX # /
EMAIL ADDRESS
APPROVAL DATE
I.D.BILLING NO (FUND/CNTR#) /

*** Please note cancellation policy at end of this form.**

APPROVING MANAGER/SUPERVISOR INFORMATION

NAME/Signature _____ PHONE & FAX # /

EMAIL ADDRESS APPROVAL DATE

Course Title	Days	EXECUTRAIN			NEW HORIZONS			PERPETUAL TECHNOLOGIES					
Please note: Executrain combined all 2002 and 2003 classes due to similarity		Click here for Course Schedules			Click here for Course Schedules			Click here for Course Schedules					
			1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date
OPERATING SYSTEM													
Windows XP Beginning	1	$125			$50								
Windows XP Advanced	1	N/A			$50								
WORD PROCESSING													
Intro to Word 2000	1	$125			n/a			$117					
Intermediate Word 2000	1	$125			n/a			$117					
Advanced Word 2000	1 or 2	$250			n/a			$117					
Intro to Word 2002 (XP)	1	$125			$50			$117					
Intermediate Word 2002 (XP)	1	$125			$50			$117					
Advanced Word 2002 (XP)	1	$125			$50			$117					
Intro to Word 2003	1	$125			$50			$117					
Intermediate Word 2003	1	$125			$50			$117					
Advanced Word 2003	1	$125			$50			$117					
Word VBA Programming	1	$125			n/a								
GRAPHICS													
Intro to PowerPoint 2000	1	$125			n/a			$117					
Intermediate PowerPoint 2000	1	$125			n/a			$117					
Advanced PowerPoint 2000	1	$125			N/A			$117					
Intro to PowerPoint 2002 (XP)	1	$125			$50			$117					
Intermediate PowerPoint 2002 (XP)	1	N/A			$50			$117					
Advanced PowerPoint 2002 (XP)	1	$125			N/A			$117					
Intro to PowerPoint 2003	1	$125			$50			$117					
Advanced PowerPoint 2003	1	$125			$50			$117					
ELECTRONIC MAIL													
Intro to Outlook 2000	1	$125			n/a			$117					
Advanced Outlook 2000	1	$125			n/a			$117					
Intro to Outlook 2002 (XP)	1	$125			$50			$117					
Intermediate Outlook 2002 (XP)	1	$125			N/A			$117					
Advanced Outlook 2002 (XP)	1	$125			$50			$117					
Intro to Outlook 2003	1	$125			$50			$117					
Advanced Outlook 2003	1	$125			$50			$117					
SPREADSHEET													
Intro to Excel 2000	1	$125			n/a			$117					
Intermediate Excel 2000	1	$125			n/a			$117					
Advanced Excel 2000	1 or 2	$250			n/a			$117					
Intro to Excel 2002 (XP)	1	N/A			$50			$117					
Intermediate Excel 2002 (XP)	1	N/A			$50			$117					
Advanced Excel 2002 (XP)	1	N/A			$50			$117					
Intro to Excel 2003	1	N/A			$50			$117					
Intermediate Excel 2003	1	N/A			$50			$117					
Advanced Excel 2003	1	N/A			$50			$117					
Intro to Excel 2002 (XP)/2003	1	$125			N/A			$117					
Intermediate Excel 2002 (XP)/2003	1	$125			N/A			$117					
Advanced Excel 2002 (XP)/2003	1	$125			N/A			$117					
Excel 2002/2003 Power User	1	$125			N/A								
Excel 2002/2003 VBA Programming	1	$125			N/A								

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			1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date		1st Choice Date	2nd Choice Date
DATABASES													
Intro to Access 2000	2	$250			n/a			$117					
Intermediate Access 2000	2	N/A			n/a			$117					
Advanced Access 2000	2	$250			n/a			$117					
Intro to Access 2002 (XP)	2	$250			$100			$117					
Intermediate Access 2002 (XP)	2	N/A			$50			$117					
Advanced Access 2002 (XP)	1 or 2	$250			$50			$117					
Intro to Access 2003	1 or 2	$250			$100			$117					
Intermediate Access 2003	2	N/A			$100			$117					
Advanced Access 2003	1 or 2	$250			$50			$117					
Crystal Report 10 or 11 Intro	2	$350											
Crystal Report 10 or 11 Advanced	2 or 3	$525											
SQL Querying	1	N/A											
INTERNET/Desktop Publishing													
HTML 4	1 or 2	$250			$50								
HTML 4.01 Web Authoring Lev 1 and 2	1	N/A			$50								
Any Dreamweaver MX	1	$150											
Any Fireworks MX	1	$150											
Any Illustrator 10 or CS	1	$150											
Adobe Acrobat 7	1	$150											
Cold Fusion MX	1	$150											
FileMaker Pro 6	1	$150											
PageMaker 7 Level One	1	$150											
PageMaker 7 Level Two	1	$150											
PhotoShop 7 Level One	1	$150											
PhotoShop 7 Level Two	1	$150											
PhotoShop CS Level One or Two	1	$150											
MS Publisher 2002 Level One	1	$150			$50								
MS Publisher 2002 Level Two	1	$150			$50								
MS Publisher 2003 Level 1	1	$150			$50								
MS Publisher 2003 Level 2	1	$150			$50								
MS Publisher 2002/2003 Lev 1/Lev 2	1	$125			$50								
SharePoint Srvs: Bldg Team Web Sites	2	$300											
Visio Beginning or Advanced 2002	1	$150											
XML: Getting Started	1	$150			N/A								
PROJECT MANAGEMENT													
Intro MS Project 2002 (XP)	1	N/A			$50								
Adv. MS Project 2002 (XP)	1	N/A			$50								
Intro MS Project 2003		N/A			$50								
Adv. MS Project 2003		N/A			$50								
Intro MS Project 2002 (XP)/2003	1	$125			N/A								
Adv. MS Project 2002 (XP)/2003	1	$125			N/A								

Other PC Training needed, list here:

IOT TRAINING SERVICES
STUDENT ENROLLMENT INSTRUCTIONS

PROCEDURES FOR FILLING OUT THE FORM:

STUDENT NAME: Print or type the name of the student who is enrolling in the class.
AGENCY/DEPARTMENT: Please state the agency and the agency department that are requesting training.
BUSINESS ADDRESS: Write the student's business mailing address including City, State, and Zip Code if applicable.
STUDENT PHONE AND FAX NUMBER: Write the student's area code and phone number, also include the student's fax number.
AGENCY CONTACT: The person responsible for signing the students up for PC classes.
AGENCY ADDRESS: Agency contact's mailing address.
PHONE NUMBER: List the agency contact's area code and phone number.
APPROVING MANAGER'S INFO: The information of the person that is authorizing the student to take the class for the agreed cost.
I.D. BILLING NUMBER: Identify the appropriate fund and center number to use for billing this class.
SELECTING CLASSES: Next to each training course is the version of software that will be taught and the cost per course.
Click on vendor link and look up class schedule. Fill in 1st and 2nd choices in vendor column.
SUBSTITUTION POLICY: If a student is unable to cancel five (5) working days in advance, a substitution will be allowed.
NOTE: Please fill the form out completely. When the form is completed, please mail the completed form to the address listed below.

Indiana Office of Technology
Indiana Government Center North
100 North Senate Ave, Room N551
Indianapolis, IN 46204
Attn: Class Enrollments Jerra Hood (317) 232-5897 or Fax (317) 232-0748

For more information concerning training classes, please call Training Services at (317) 234-HELP option 4 OR
Visit our web site at http://www.in.gov/iot/services/training_services.html

***************Cancellation Policy*****************

The Office of Technology reserves the right to change or reschedule classes as needed.
Students must cancel ***5 WORKING DAYS*** *in advanced or their agency* ***WILL BE CHARGED*** *for the class.*